AIR UNIVERSITY REGISTRAR SERVICES/STUDENT RECORDS

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This instruction defines the services provided by the Air University Registrar and establishes procedures for using these services. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974. It applies to all Air University (AU) schools except Air Force Institute of Technology (AFIT) and the Community College of the Air Force (CCAF).

SUMMARY OF REVISIONS

This revision addresses the AU Registrar's role regarding admissions records for degree granting schools (para 2.1.5) and the retention and disposal of academic records (para 2.1.6). It clarifies academic record submission requirements for nondegree and degree granting schools (para 2.2.5) and the Registrar's procedures for issuing transcripts (para 3.1.1). A star (★) indicates changes since previous edition.

1.   General Information. The AU Registrar (AU/CFR), under the guidance of the AU Academic Office (AU/CF), establishes procedures governing the operation and services of the registrar. The AU Registrar includes three branches: Services/Student Records (CFRR); Officer PME Update (CFRO); and Central Scheduling, Requirements, and Analysis (CFRS). This instruction focuses on the Services/Student Records Branch. Other responsibilities of this branch regarding extension courses are covered in AFI 36-2201*, Developing, Managing, and Conducting Training*.

2. Responsibilities.

2.1. AU/CFR, through CFRR (Registrar Services/Student Records Branch):

★2.1.1.   Maintains the official academic records necessary for transcripts for AU resident schools and nonresident programs. The academic records maintained by the AU Registrar

comprise a system of records as defined by the Privacy Act of 1974. Privacy Act system notice number FO36 AETC M, Air University Academic Records, applies. The designated custodian of this record system is the AU Registrar.

2.1.2. Prepares, authenticates, and dispatches official transcripts for AU students.

★2.1.3. Maintains curriculum descriptions and/or course outline of each resident/nonresident course or program as submitted for the Air University Catalog and the Air Force Institute for Advanced Distributed Learning (AFIADL) Catalog.

★2.1.4. On behalf of US military students completing degrees at Air War College (AWC) and Air Command and Staff College (ACSC), provides the appropriate military service with official transcripts for update of personnel records in accordance with service policy. Beginning in Academic Year (AY) 05 (Class 04AY05), will provide same service for School of Advanced Air and Space Studies (SAASS) graduates.

★2.1.5. Serves as focal point for admissions records for students seeking admission to AWC and ACSC degree programs.

★2.1.5.1. Notifies students of admission requirements, collects and maintains admissions documentation, and provides student admission information to appropriate school.

★2.1.6. Retains and disposes of academic records in accordance with the Privacy Act and other Air Force directives.

★2.1.6.1. Maintains student records in hard copy or by electronic means. The physical media (paper, diskettes, tapes) are labeled denoting Privacy Act data. Records stored in the Education Management System may only be accessed by those with appropriate priviledges based on school and function. AU/CFR coordinates with schools to determine access for school personnel.

★2.1.6.2. Destroys academic records 30 years after the individual completes or discontinues the program in accordance with AFMAN 37-139, *Records Disposition Schedule*, Table 36-38, Rule 1. Student records will be destroyed by any method that prevents compromise, such as tearing, burning, or shredding so long as the personal data is not recognizable and beyond reconstitution.

2.1.7. Prepares diplomas for each student successfully completing nonresident ACSC, Squadron Officer School (SOS), Senior NCO Academy (SNCOA), NCO Academies, Airman Leadership Schools, and other specified courses in accordance with AUI 36-2310*, Air University Diplomas and Certificates of Course Completion*.

2.1.8. Upon request from graduates, replaces lost or destroyed diplomas for nonresident schools.

2.2. Commanders, Commandants, and Directors of AU Schools:

2.2.1. Ensure functions of the AU Registrar are not duplicated within their organizations.

2.2.2. Prepare diplomas in accordance with AUI 36-2310 for graduates of their respective resident programs and AWC nonresident programs.

2.2.3. Upon request from graduates, replace lost or destroyed diplomas for resident schools. AU/CFRR confirms PME graduation and authorizes PME school to reissue diploma.

2.2.4. Notify AU/CFRR of instructors who are awarded resident credit for a course in accordance with AUI 36-2304, *AU Formal Schools.*

★2.2.5. Provide the following graduate information for all AU resident courses to the AU Registrar.

★2.2.5.1. (Nondegree granting schools) Submit certified graduate rosters with cover letter, signature of certifying official, and total number of graduates within five workdays of course completion. Include graduates only.

★2.2.5.1.1. Nondegree granting schools include course and student information in accordance with Part I and II of Attachment 1 on graduate rosters. Electronic transmission of graduate data files are coordinated between AU/CFR and the individual schools.

★2.2.5.2. (Degree granting schools) Electronically submit student enrollments, student demographics, courses taken, course credit, grades, and degree/diploma earned at designated intervals throughout the academic year. Note: Beginning in AY 05 (Class 04AY05), SAASS will submit like information.

3. Procedures.

3.1. Transcript Services:

★3.1.1. AU/CFRR processes all written requests for transcripts in accordance with AFI 33-332, *Air Force Privacy Act Program*. Official transcripts are certified by the AU Registrar.

★3.1.1.1. Graduates of AU schools may request a transcript. Signature of the requestor is required. Transcript requests should also include full name, Social Security Number, graduation year, school completed, and the address to which the transcript should be mailed.

★3.1.1.2. Before releasing academic information to third parties, consider the consequences, checks for accuracy, and be certain no laws or directives ban disclosure. The Registrar can release a student record to a third party when the subject of record has agreed in writing.

3.1.2. Ensures the Air University academic official transcript includes applicable student identification, school, class/course and year, completion date, degree or diploma awarded, areas of study completed, number of academic hours (or semester/quarter hours) of instruction and grades if applicable.

3.1.3. Responds to inquiries and corresponds directly with civilian educational institutions regarding credit for graduation from AU schools and courses (resident and nonresident).

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Chief Academic Officer

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

AFI 33-332, *Air Force Privacy Act Program*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 37-139, *Records Disposition Schedule*

AUI 36-2304, *AU Formal Schools*

AUI 36-2310, *Air University Diplomas and Certificates of Course Completion*

Abbreviations and Acronyms

ACSC – Air Command and Staff College

AFIADL – Air Force Institute for Advanced Distributed Learning

AFR – Air For Reserve

ANG – Air National Guard

AU – Air University

AWC – Air War College

AY – Academic Year

DG – Distinguished Graduate

ETCA – Education and Training Course Announcement

SAASS – School of Advanced Air and Space Studies

SNCOA – Senior Noncommissioned Officer Academy

SOS – Squadron Officer School

Attachment 2

DATA ELEMENT REQUIREMENTS

A2.1. The following data elements are used for the Air University Registrar history files. Each time files are submitted, they should be provided in the order listed, using a row and column format as shown in the example. Generate the files using an Excel spreadsheet or as a comma separated text file from a database. Each person's record should be on a single row.

A2.2. The Air War College, Air Command and Staff College, and School of Advanced Air and Space Studies (beginning in AY 05) will use software and data structures provided by the AU Registrar to transmit their data. These data file structures and interfaces are an integral part of the data standardization process for AU degree granting institutions. All other schools will use the following data formats until they are integrated into the system utilizing an interface designed for their software and data systems.

Example: Put all columns in file if possible, even if left blank.
CourseID, CourseIDTitle, ClassID, etc……,LastName,FirstName, etc.

Part I. Course Information: (Course and student information to be sent as one file)

Data Element Name	*Data Type*	*Data Element Description*
CourseID	Text(25)	Education & Training Course Announcement (ETCA) ID number (previously AFCAT #) http://hq2af.keesler.af.mil/etca.htm/
CourseIDTitle	Text(50)	Official Course ID Title (ETCA was previously known as AF Catalog)
ClassID	Text(10)	Class ID (i.e., School+YY+Class# xxxxYY# AIS001, ACSC001, SNCOA001, PMCS00A, JAG00A)
StartDate	Date(10)	Actual Start (first day) Date of Class (i.e., MM/DD/YYYY) (Dates with slashes)
GradDate	Date(10)	Actual Graduation Date of Class (i.e., MM/DD/YYYY)

Part II. Student Information:

Data Element Name	*Data Type*	*Data Element Description*
LastName	Text(25)	Last Name
FirstName	Text(25)	First Name
MiddleInitials	Text(25)	Middle Initial or Middle Name if person uses it as primary name
NameSuffix	Text(5)	JR. , II, III, etc
Rank	Text(10)	Military Rank or Civilian Pay Grade , i.e.Capt, SMSgt, GS09, etc
SSAN	Text(9)	Social Security Number or Foreign ID Number for Foreign Nationals

DG Status	Text(5)	NA for those with no DG Program; Yes/No denotes if DG or not
Component	Text(10)	Military Component or Branch of Service (USAF, ANG, AFR, CIV, USN (Navy), USA (Army), FN or IO =Foreign National/International Officer (Equivalent codes can be used from your system, where they depict the same type of information)
MajorCommand	Text(10)	Major Command Standard Abbreviations (for USAF Military/Civilian Personnel Only)
Country	Text(25)	Name of Country or Common Abbreviation (i.e. US, Nigeria, UK, etc.)